



## JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Information Services**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Professional and administrative work responsible for the coordination and management of the Information Services Division.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Manages the operation of the Information Services Division including the operation of the AS400, application programming, implementation of programming applications, Internet and Intranet programming, network operations, training, computer equipment leasing program and software centralization program.

Supervise the coordination and operation of the countywide computer equipment lease program, software centralization program, programming, network operations, help desk customer service, application development programs, maintenance and training.

Assists County Department users and other agencies in assessing their needs and determining appropriate solutions to meet computer and information services needs.

Initiates and effectively recommends for approval by the Department Director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Supervises the operation of the Help Desk, technical requests, programming requests, web development, training programs and network coordination.

Establish countywide policies, procedures and standards for the use of County computer equipment.

Responsible for the preparation, tracking and development of the division budget. Monitors division budget throughout the fiscal year and evaluates need for additions or changes to the approved budget and recommends appropriate course of action.

Manages all contracts for the Information Services Division.

Develops short and long term goals and objectives to meet the Information Services needs of Seminole County. Develops and manages new technology programs for the County.

Performs other duties as assigned or as may be necessary.



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Working Area: **Information**

**Services**

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**Minimum Qualifications**

Considerable knowledge of information services, financial and accounting practices. Knowledge of project management and project tracking methodologies. Knowledge of management practices in governments operations. Knowledge of the applicable laws, regulations, procedures, and processes governing the receipt, custody and expenditure of government funds. Knowledge of information services systems development and information technologies development.

Ability to organize and prepare complex financial and fiscal projections, reports, and spreadsheets. Ability to establish and maintain an effective working relationship with Department Director, subordinates, the general public and other County staff. Ability to communicate effectively both orally and in writing. Ability to react calmly and decisively in emergency situations. Ability to supervise others effectively and work with all levels of the organization. Ability to work independently to ensure that the assigned workforce achieves accurate and timely results. Ability to analyze assigned functions and operations, and make recommendations for efficient and economically sound operating methods. Ability to compile and analyze financial and other quantitative data.

Must be skilled in the operation of personal computers and associated software to include word processing and spreadsheet functions.

Bachelor's Degree in Information Services, Public or Business Administration, Finance or Accounting, or a closely related field and four (4) years of progressively responsible professional experience, to include two (2) years' experience in the Information Management field and two (2) years' experience as a supervisor. A Master's Degree is preferred.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

This position is an appointed service Classification.

**Working Conditions**

The work environment for this position is generally an office setting. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.